

KCO General Meeting Minutes

Date: Thursday, December 18, 2019
Meeting Start: 6:15 p.m.
Adjourned: 8:45 p.m.
Location: Khalsa Middle School

Attendees

Khalsa Director: Nirvair Khalsa

Middle School Director: Naomi McIsaac

KCO Executive Board: Ingrid Bregand (KCO Co-Chair), Matt Dunkel (Co-Chair), Emily Mortara (Vice Chair,), Audrie Terre (Secretary), Heidi Landon (Treasurer)

Member Attendees: Leslie Woodford (Khalsa Curriculum Coordinator)

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-039	Check in with Staff/Janet/Stuart/ Rameen if Arts Night on April 24th will work for them considering testing and testing retakes; discussed at December 8 Board Meeting and agreed that April 30 th would be best compromise.	Emily	01/01/2020	Complete
19-20-047	Add liability waiver language to Eventbrite signup form for camping trip; We will reach out to the Camping Chair when the dates get closer	KCO Board	04/20/2020	Working

1 Welcome

We greeted each other.

2 Minutes Approval

Audrie moved, Ingrid seconded, and all present unanimously approved the October and November 2019 minutes.

3 Treasurer Report

3.1 Available Funds

Heidi provided the year-to-date income and expenses, an in-depth breakdown by events, and an estimate of available funds for allocations, as follows:

Statement of Activities Summary		7/1/19 - 12/18/19	% of income		
Total Income All Sources		\$ 34,595.85			
Less Fundraising/Operational Expenses		\$ (16,085.32)	46.49%		
Total income available for projects		\$ 18,510.53			
Project Expenses					
Staff Appreciation /Bonuses		\$ (13,694.84)	39.59%		
Allocations (Requests from Teachers)		\$ (388.26)	1.12%		
Community/Student Enrichment		\$ (1,463.15)	4.23%		
Capital/Long Term Projects		\$ -			
Total Project Expenses		\$ (15,546.25)	44.94%		
Net Income		\$ 2,964.28	8.57%		
Statement of activities by fundraiser		Revenue	Expenses	Gross Profit	GP %
Carnival		\$ 2,756.00	\$ 1,893.58	\$ 862.42	31.29%
Pizza (accrual of pizza cost included in expense)		\$ 19,131.72	\$ 8,339.28	\$ 10,792.44	56.41%
Staff Fund - Direct Donations		\$ 675.00		\$ 675.00	100.00%
Staff Fund - Change for Change		\$ 697.59		\$ 697.59	100.00%
Staff Fund - Equal Exchange		\$ 4,098.00	\$ 2,540.54	\$ 1,557.46	38.01%
T-shirts		\$ 4,674.00	\$ 2,996.29	\$ 1,677.71	35.89%
Dining for Dollars		\$ 154.71		\$ 154.71	100.00%
Family Photos		\$ 430.00		\$ 430.00	100.00%
Jim Click		\$ 1,575.00		\$ 1,575.00	100.00%
		\$ 34,192.02	\$ 15,769.69	\$ 18,422.33	53.88%
Additional Income/Expenses					
Operational Expenses (Bank/Merchant/Supplies)			\$ 315.63		
Interest Income		\$ 3.83			
Directory		\$ 400.00	\$ 817.24		
Camping Trip			\$ 564.00		
Eege's Welcome Back Social			\$ 65.19		
Refreshments for KCO Mtgs			\$ 16.72		
Teacher Allocation Requests			\$ 388.26		
Teacher /Staff Bonuses			\$ 13,234.84		
Teacher/Staff Massages			\$ 460.00		
Net Income		\$ 34,595.85	\$ 31,631.57	\$ 2,964.28	

Cash Summary as of 12/18/19		Bank balance to cash summary reconciliation				
Unrestricted Funds	\$ 11,481.48	Checking Balance per TCFU	\$ 31,427.69			
General Reserve	\$ 2,000.00	Savings Balance per TCFU	\$ 621.81			
Staff Fund Reserve	\$ -	+ Deposits in transit				
Pizza Reserve	\$ 2,792.64	Square				
Total cash balance	\$ 16,274.12	Cash/Check				
		Less outstanding checks/debits				
		check 1058 to Laurel for EE samples	\$ (71.50)			
		check 1059 to Khalsa for staff \$\$	\$ (13,234.84)			
		check 1060 to Equal Exchange	\$ (2,469.04)			
		Total cash balance	\$ 16,274.12			
Budget to actual as of 12/18/19						
Total unrestricted revenue 7/1/19 - 12/18/19	\$ 29,125.26					
Total restricted revenue for staff fund	\$ 2,930.05	(Staff fund revenue is net of Equal Exchange Costs)				
Target budget allocations based on actual prior year expenses as % of gross revenue.						
	Fundraising & operation costs (47%)	Staff Appreciation / Bonuses (36%)	Allocations (Requests from Teachers) (6%)	Community / Student Enrichment (6%)	Capital / Long Term Projects (5%)	Total YTD
Target based on YTD revenue	\$ 13,688.87	\$ 10,485.09	\$ 1,747.52	\$ 1,747.52	\$ 1,456.26	\$ 29,125.26
Staff fund direct donations		\$ 2,930.05	s			\$ 2,930.05
Actual YTD expenses	\$ (13,544.78)	\$ (13,694.84)	\$ (388.26)	\$ (1,463.15)		\$ (29,091.03)
		A				\$ 2,964.28
Amount (over) under budget	\$ 144.09	\$ (279.70)	\$ 1,359.26	\$ 284.37	\$ 1,456.26	

3.2 Allocations

The KCO received two allocation requests in the week prior to this meeting.

1. Janelle Reed, Lower El teacher, submitted an allocation request for a three-level Children's Yoga/Mindfulness/Meditation certification class in Chicago. Prior to voting on the request, the KCO Executive Board invited Janelle to develop her project in coordination with Naomi McIsaac, Middle School Director, and Leslie Woodford, Khalsa Curriculum Coordinator. The Board is supportive of her idea and would like the project to be well integrated in the curriculum schoolwide. However, the KCO did not have the funds available to pay for the requested **\$2,547** expense, so the allocation was tabled until the plan is clarified and coordinated. The KCO notified Janelle, and she acknowledged the need for more discussion.
2. Leslie Woodford, Curriculum Coordinator, presented here allocation request to attend the AMS conference in Dallas, TX, during Spring Break week. Leslie "will attend the conference on behalf of the school. I plan to acquire as many handouts/digital downloads as possible which I will then make available to the staff. (In past years, I've been able to download all the digital files for all of the sessions, including sessions that I did not attend.) In addition, I'll provide staff training based on one or more of the sessions that I attend. I also plan to attend sessions about school leadership so that I can become a more skilled leader, including a session entitled *Montessori Leadership, a Self-correcting Work.*" It's great for networking and even potential hiring.

All but Leslie (she had to abstain) voted unanimously (Audrie moved, Ingrid seconded) to fully fund the \$505 registration fee.

4 Committee/Event Status

4.1 November Allocation Follow Up

We received a lovely note from Mesquite Class thanking us for the headsets, which are being used by kids who need help blocking out classroom sounds to focus on their work. The KCO purchased the headsets following a fully funded allocation request in November.

There was some initial confusion with set up and rules regarding the soccer goals that were purchased by the KCO after we approved an allocation request in November. Since that time, the Middle School has written and posted rules on proper goal setup and etiquette.

4.2 Staff Fund

At the last Board Meeting on Sunday, December 8, the KCO Executive Board met to discuss and approve the amounts allocated for teacher gifts. This year, we opted to give the hourly (non-salaried) staff a little bit more than the salaried staff to help them more financially over the holidays (when the hourly staff goes without a paycheck). At tonight's general meeting, we signed cards, stuffed them with checks, and put them in the teacher mailboxes. We discovered that 9 checks were missing, which were all for part-time contractor staff members (Coach Kevin, Coach Jesus, Laura Tagawa, Bruce Philips, etc.). Heidi will follow up with Michael in payroll on Thursday, December 19, to try to ensure those staff get their checks as soon as possible.

4.3 Equal Exchange

Before tonight's KCO meeting, several volunteers worked with Equal Exchange Chair and coordinator extraordinaire, Laurel Lacher, to pack orders for Thursday and Friday (19, 20 December) distribution. Some of the Equal Exchange order is arriving one day late, on Thursday, so that will have to be sorted and distributed as well.

4.4 Scholastic Book Fair

Ingrid read an update from Sarah Worthington, the Book Fair Chair, who was sick and unable to attend tonight's meeting. See the following email from Sarah:

"All set for Book Fair. I haven't had any response for a co-chair. I am going to text Orsi now to see if she would help with getting volunteers signed up. I talked to the Scholastic rep yesterday and she gave me some good ideas. I was going to ask for feedback tonight about a movie during the book fair? Unlike storyteller we have had before, it keeps cost low. If not this time, then something to consider in the future".

After Ingrid read the note, we brainstormed ways to extend the event by having Tim Crowley read scholastic books in entertaining voices, maybe using Facebook Live to make it so folks could watch from home with their children at bedtime. But really the goal would be to staff the Fair one of the evenings and get people to come in and purchase books. We agreed that Ingrid would approach Sarah about it, and if Sarah wasn't on board with the idea, we can save it till next year.

4.5 Jim Click Raffle

Nobody from Khalsa won the Jim Click Raffle, but Matt Dunkel attended the drawing and got to meet and shake hands with Mr. Click. We raised \$1575 in total, all profit.

4.6 Tax Credit Update

Letters went out from Khalsa (Nirvair) and parents (Audrie & Stephan Terre) encouraging people to consider donating the full allowable amount to the extracurricular fund AZ tax credit.

4.7 Other Events/Fundraisers

At future meetings, we'll discuss the Yard Sale, Arts Night, and Pool Party, which occur in 2020.

5 Other Note Card Ideas from Previous Meetings or Emails to KCO Not Yet Addressed

- **Water Day Sprinklers:** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO purchase Water Day sprinklers for the school.
- **Nothing Bundt Cakes Fundraiser:** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO do a Nothing Bundt Cakes fundraiser. She would pick up the cakes to bring to school for delivery, as needed.
- **Community-Building:** Create a school-wide annual yearbook (some classrooms/levels already do this).
- **Fundraiser:** Skate Country fundraiser to raise money for a particular event or task; maybe include music trivia for adults, e.g., "Guess that 80s Song."
- **Communication:** Address staff during setup week—maybe during staff welcome lunch?
- **Directory:** Expand the directory to be more of a guidebook for the whole academic year, with a calendar of the events, and also whole-page explanations/write-ups/ advertisements to events/activities. A page for each event/committee, etc. The advantage of including this in the directory is that people actually keep it, and refer to it, and look through it. Maybe sell ad space to outside businesses.

6 Upcoming Events

Mon–Fri, Jan 13–17	Scholastic Book Fair
Tue, Jan 14	KCOffee Break, 8:00 a.m., in front of the school
Thu, Jan 23	KCO General Meeting, 6:00 p.m. – 7:30 p.m., in the Middle School